

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
December 7, 2015

Call to Order.

The Allenstown Select Board Meeting for December 7, 2015 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Jason Tardiff.

Excused: Kate Walker

Others Present

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Shaun Mulholland, Town Administrator and Ron Pelissier, Road Agent.

Citizens Comments: N/A

Public Hearing-Adoption of Hazard Mitigation Plan.

Mr. Mulholland stated this was due in 2013 so it is a couple years behind. He stated there was quite a bit of mapping done in there. He stated there aren't any significant changes, just a new format.

The Chair opened the Public Hearing at 6:02pm.

Meet with Parks & Recreation Commission to discuss management of the Whitten Street Park and associated community center facilities.

Mr. Mulholland stated he had a long discussion with the Chairperson of Parks and Recreation about being here and she said she would be here.

Mr. Mulholland stated the way the law reads the BOS can delegate, as it deems appropriate, facilities and certain things as specified in the statute to the Parks & Recreation Commission. He stated he spoke with Mrs. Houlis about their ability to manage the Community Center at Whitten Street Park. He stated she agreed it is beyond what they are able to manage and the appropriate action is for the Board to take over the responsibilities of Whitten Street Park. He stated they would like to continue maintaining Volunteer Park, the boat ramp and the property here.

Mr. Tardiff asked if they are doing stuff out here. Mr. Mulholland stated they are not. He stated they are doing the Night of Lights. He stated the Whitten Street Park would fall back under the BOS jurisdiction as it was before. The Chair stated he thinks it is a good idea because they have full-time paid staff who can monitor things out there.

The Chair asked Mr. Mulholland if they discussed insurance certificates for another park in town. Mr. Mulholland stated they did discuss it and explained the necessity of the certificates. The Chair stated he would like to get them on the agenda at the beginning of the year to discuss things with them further.

Motion. Mr. Tardiff made a motion to approve the amendments to Town Ordinance 300.1 as indicated. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Appointment of at large member to the Tri-Town EMS Board of Directors.

Mr. Mulholland stated Ms. Abbott's appointment comes up at the end of the month. He stated she is interested in staying on the Board.

Motion. Mr. Gryval made a motion to appoint Jennifer Abbott as a member of the Tri-Town EMS Board of Directors. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Discuss dedication of the 2015 Town Report.

Mr. Mulholland stated at the last meeting he suggested the front page be the 1925 Rio and on the inside of the cover would be a dedication to Dana Clement. Mr. Anderson stated he thinks it would be great to put Mr. Clement on the inside cover.

Consider agreement with Primex for property liability insurance (July 1, 2016).

Mr. Mulholland stated they should have the Primex proposal. He stated PLT is going under and will not be allowed to rewrite insurance after June 30, 2016. He stated Primex provides their worker's compensation as well as unemployment insurance. He stated this year Primex gave a price of \$87,907 and then gave a base discount because of unemployment and worker's compensation which brings it down to around \$70,000. He stated it doesn't include the new community center so in total he is thinking around \$85,000.

Mr. Mulholland stated Travelers gave him a proposal today which was around \$73,000 however there are a lot of deductibles which the town doesn't pay right now. He stated they don't provide the training programs which Primex provides. He stated he hasn't thoroughly looked at it yet.

Mr. Mulholland stated they need to make a decision by the end of the year. He stated he thinks they will get hit with big increases in 2017 regardless of who they go with.

The Chair asked if there are other issues with going with private companies like Travelers as opposed to Primex. Mr. Mulholland stated the issues are a problem for the insurance company because of the tort limits.

Motion. Mr. Tardiff made a motion to enter into the agreement with Primex for property and liability insurance for July 1, 2016. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Approve 2015 encumbrances.

The Chair stated they were all in the folder this week. Mr. Mulholland stated he still doesn't have the three phase power quote from Eversource which will either be \$11,000 or \$15,000. He stated he added the Granite Street paving to the encumbrances. The Chair asked Mr. Pelissier if they were good with everything they have discussed. Mr. Pelissier stated they are good.

Mr. Tardiff asked about Santos' place and if he is going to rip it up. Mr. Pelissier stated he should only be plowing his driveway. He stated he doesn't think there will be a problem with it.

The Chair asked if they could combine it altogether for their last meeting of the year. Mr. Mulholland stated they can wait until the next meeting.

Mr. Mulholland stated they are going to pay some of the bill for Advanced Paving. He stated they aren't going to have too much money left over.

Discuss Alternative Energy Tax Exemption Warrant Article.

Mr. Mulholland stated there is statutory authority for towns to allow the exemption for solar, wind and wood burning products. He stated it allows for an exemption so it doesn't add to the property value.

Mr. Tardiff asked what the benefit to the town to do it. Mr. Mulholland stated it is more of a benefit to the residents. He stated if residents put solar panels on their homes it will cause them to pay more in taxes. He stated it helps increase the value for selling the property but doesn't provide an incentive for the government of the Town of Allenstown.

The Chair expressed concern of windmills in the town. He stated several years ago, the Planning Board was looking at doing an ordinance because the windmills can be troublesome to the neighbors. He stated they haven't had anyone looking to put in windmills. He stated he doesn't think it's a great idea to incentivize putting in windmills.

Mr. Mulholland stated the federal government does provide a credit for the alternative energy.

Mr. Tardiff stated there are some companies where the homeowner leases the solar panels. He asked how it will affect the residents' value. Mr. Mulholland stated if it is attached to the house it will add to the value of the home. Mr. Tardiff stated he can discuss it with the Planning Board.

The Chair asked how many warrants they are going to have. Mr. Mulholland stated they have about six warrant articles. Mr. Anderson stated the Sewer Department may have another warrant article. Mr. Mulholland stated they are running out of time and they need to know pretty quick so there is enough time to get it on the agenda.

The Board determined to put the solar portion on the warrant.

Discuss application for Plan NH Charrette for the downtown area.

Mr. Mulholland stated he was asked to look at the mill and make sure it was not going to close down causing job loss and decreased value. He stated Mr. Monahan told him about a non-profit entity called Plan NH which works with towns to redevelop a certain area of the town. He stated it would be a two day process to discuss how to redevelop the downtown area. He stated the Planning Board would have to agree to all this. He stated if they do this it opens up the possibility to receive grant funds for economic development.

Mr. Mulholland stated if it is abandoned it will become an eye sore. He stated they can get on the Plan NH schedule and get this done. He stated there are some minor costs such as providing food. He stated he thinks it is worthwhile to do. He stated they want to foster the betterment of their downtown area.

The Chair stated he thinks it is a good idea. He stated this would get the community involved as well as the BOS and Plan NH involved. He stated the committee will give the town some ideas on what they can and can't do. Mr. Mulholland stated it covers this side of Route 3. He stated if they are going to do this they need to have specific tasks. He stated the mill has hydropower which is very valuable.

Mr. Mulholland stated he will need a letter of support from the BOS and Planning Board. He stated once he has it they can work on the application.

Discuss changes to Short Term and Long Term Disability Insurance for employees.

Mr. Mulholland stated they have a recommendation from Davis & Toyle in regards to short-term and long-term disability. He stated they also recommend they change it from a 3 day grace period to 14 calendar days. He stated by doing so they would save about \$9,000 a year. He stated short-term disability is for injuries which occur outside of the workplace. He stated he spoke with the department heads and staff and they all think it is a good place to reduce things.

The Chair asked if they could bring this up at another meeting because Ms. Walker has some ideas on this.

The Chair expressed concern with getting their employees up to where they need to be so their salaries are competitive and this would take back from it.

Mr. Mulholland stated he is looking for different ways to make cuts and he thinks this is a way to minimize the impact to the employees.

Mr. Pelissier stated one would have to use their sick time if there was an injury outside of work. Mr. Mulholland stated the employee has to request sick time. He stated if an employee wants to get paid they would have to request sick time first.

Mr. Pelissier asked if it would be effective for the town to pay for the 14 days. Mr. Mulholland stated they could and it would be less than \$9,000. He stated the average person does not have the benefits the town employees have.

The Chair asked if they can start the meeting a little earlier on December 21, 2015. Mr. Mulholland stated they have the encumbrances but nothing else scheduled for the meeting.

Discuss employee survey results.

Mr. Mulholland stated they had 31 employees, 9 supervisors, and 5 department heads participate. He stated he is pleasantly surprised by the results. He stated they scored better than the national average. He stated some employees are worried about employment compensation and health insurance.

Mr. Mulholland stated they had a higher amount of disagrees and neutrals than he would have expected to see. The Chair stated he doesn't have as much of a concern with this because he would never tell his employer he is paid enough.

Mr. Mulholland stated he wants to have a discussion with the employees with what they think the market rate is. Mr. Tardiff stated they are not far off from the market rate.

The Chair stated the communication question results were a lot higher than what he was expecting because one of the biggest things they hear is there are communication issues.

Mr. Mulholland stated a lot of people were neutral with the health benefits. He stated he thinks it is because a lot of people don't understand the benefits. The Chair stated he thinks it is a good point to bring up. He stated they have some employees who don't take the benefits.

Mr. Mulholland stated a lot of people were neutral about paid time off.

Mr. Mulholland stated he gets the impression a lot of people don't know about how the state retirement system works.

Mr. Mulholland stated he wants to have a lengthy discussion about the vacation and sick time being changed to hourly. Mr. Pelissier stated he thinks his department's concern was if they needed an hour or so off for a doctor's appointment, they would have to take a half of day for sick time.

Mr. Mulholland stated he thought this was a good survey. He stated he thinks they should do this on an annual basis and maybe change up some of the questions. He stated the Fire Department is scheduled for December 15, 2015 and the Town Hall is on December 17, 2015.

Mr. Tardiff asked about the comments section. Mr. Mulholland stated the results don't show the comments but he saw them online and they were very interesting.

Authorize TA to sign Health Trust policy transmittal.

Motion. Mr. Gryval made a motion to authorize the TA to sign the Health Trust policy transmittal. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Approve Raffle Permit for the Allenstown Historical Society.

Motion. Mr. Gryval made a motion to approve the raffle permit for the Allenstown Historical Society. Mr. Tardiff seconded the Motion.

The Chair explained the Historical Society is having a raffle to raise funds for the manger. He stated there is going to be \$100 gift certificate to Sully's and the Woodworker's Association of Concord is matching the ticket sales up to \$500. He stated the drawing will be Saturday, December 19, 2015 at 10am.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

TOWN ADMINISTRATOR'S REPORT.

Status report proposed new Community Center facility at the Whitten Street Park.

Mr. Mulholland stated they are looking at pouring the foundation next Monday. He stated there is a four week outlook in their file.

The Chair asked about the logs down there. Mr. Mulholland stated he had a lot of discussion with ES&M today. He stated they said DES said they could bring them to the transfer station. He stated he told ES&M to test it or find somewhere to bring it. He stated Casella is able to take the logs away.

The Chair asked why they are bringing soil to the transfer station. Mr. Mulholland stated it is excess soil.

Mr. Mulholland stated there is a purchase order coming for the furniture. He stated the first invoice from Milestone will be coming.

The Chair asked what they are doing right now by Reynolds. Mr. Pelissier stated they are doing the new drainage around the garage. He stated they have it tied in at the bottom. He stated they did the water line at the corner of Reynolds and Whitten. The Chair asked if they have a lot of residents without water. Mr. Pelissier stated they don't have a lot because it happened in the middle of the afternoon.

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated they had some invoices come in today but still haven't gotten a report. He stated he spoke with Mr. Trainque today and he said they are pretty backed up. He suggested if they don't get the report soon they start looking into doing an RFP for another engineering firm.

The Chair asked how things are going working with them on Reynolds Ave. Mr. Pelissier stated things are fine.

Mr. Mulholland stated there is an extended price change notice in the folder. He stated HB 1233 and 1244 are in the folder as well. He stated there is a Community Center budget in there as well. He stated some of the Pembroke litigation documents are in there.

Other Business

Mr. Mulholland stated Officer Luis Moreta will be graduating from the Academy on December 18, 2015 at 2pm.

Mr. Mulholland stated on December 21, 2015 is the holiday meeting with Pembroke.

Mr. Mulholland stated on December 11, 2015 from 3-5pm will be Night of Lights and they will be doing crafts at the Town Hall. He stated they will be lighting the holiday tree at 7:30pm.

Mr. Mulholland stated the town holiday party will be on December 17, 2015 at noon. Mr. Tardiff stated he will be going. The Chair stated he will be there.

Mr. Mulholland stated he needs to know the library card agreement status. The Chair instructed Mr. Mulholland to move on with the agreement.

Mr. Mulholland stated he spoke with the Department Heads and the strategic planning process. He stated a couple of departments expressed interest in initiating it at the department level.

Mr. Mulholland stated the server will be maintained on December 13, 2015 at 9am. Mr. Pelissier stated the payroll doesn't matter.

Mr. Mulholland stated the eCity demo will be here on December 9, 2015. He stated eCity lets applicants pay the permits online. He stated if it works well they can do all the permits online.

Mr. Mulholland stated he spoke to the Department Heads about personnel policy changes.

Ratify Consent Calendar: December 7th , 2015

Motion. Mr. Gryval made a motion to ratify the Consent Calendar of December 7, 2015 expect for the encumbrances. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Approve Accounts Payable and Payroll Manifest

Motion. Mr. Tardiff made a motion to approve the Payroll Manifest for November 25, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the Accounts Payable Manifest for November 25, 2015 and December 2, 2015. Mr. Gryval seconded the Motion.

Mr. Mulholland stated they are using the new accounts payable system. He stated he is signing the manifest which makes him responsible as well as the Board. He stated Department Heads will sign individual manifests now.

Mr. Mulholland stated purchase orders are going to be a little different. He stated they will be in Right Signature for the Board approval.

Mr. Mulholland stated there is no signing of checks as they are now preprinted. He stated they will only be doing paper checks once a month and electronic checks will go once a week.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Review Minutes: November 23, 2015

Motion. Mr. Tardiff made a motion to approve the meeting minutes of November 23, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the non-public session one minutes of November 23, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Appointments for Fire Department

Mr. Mulholland stated the Board needs to authorize the release of GSI data which allows the Lake Region Dispatch Center to have access. He stated the Lakes Region is the backup to the capital area for fire mutual aid.

Mr. Mulholland stated the Board needs to recommend deputy forest fire warrens.

Motion. Mr. Tardiff made a motion to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:30 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

December 7, 2015

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	12/30/2015 DATE
 JASON TARDIFF, Member	12/18/2015 DATE
 KATE WALKER, Member	12/21/2015 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: 9JVN5JJBVJFRH5K8EX7U6N

RightSignature
Easy Online Document Signing

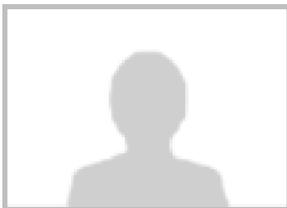


Kate Walker
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VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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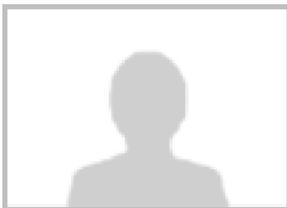


Jason Tardiff
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b43fc67c66b4a72b3e6d3ea0a9f7ec2dec87bbc1



Jeffrey Gryval
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Timestamp

2015-12-30 05:32:16 -0800
2015-12-30 05:32:16 -0800
2015-12-30 05:31:58 -0800
2015-12-21 15:10:28 -0800
2015-12-21 15:10:04 -0800
2015-12-18 05:09:35 -0800
2015-12-18 05:08:58 -0800
2015-12-16 10:25:16 -0800

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 64.222.96.214
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 64.222.96.214
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 64.222.96.214
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198
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